Building Careers and Opportunities

Commonwealth of Kentucky
Personnel Cabinet – personnel.ky.gov

Personnel Cabinet

- **Mission Statement**
  - The Personnel Cabinet is dedicated to providing exceptional services and leadership for effective, efficient, and proactive human resources management.
- **Vision**
  - To serve as a state model for innovative, accessible and responsive human resources services.

Expectations

- Comprehensive Automated Payroll / Personnel System
- Easy Access to Data and Reports
- Oversight/ Compliance / Best Practices
- Applicant to Retirement in One System
- Benefits Administration
- Recruitment / Testing
- Self-Service

Current HR Systems

Current Enterprise Systems

Main Frame

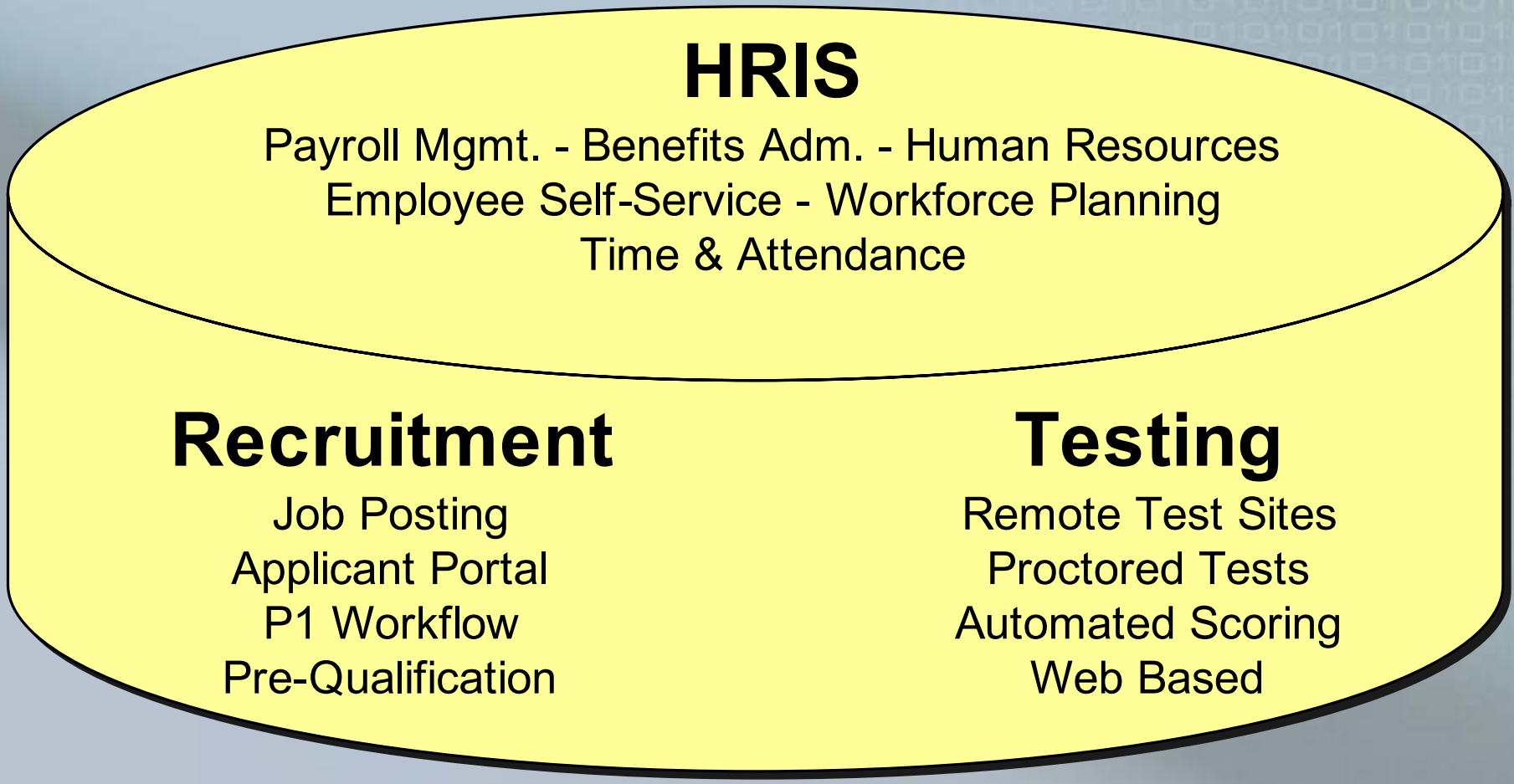
Personnel
Position Control
Payroll

Finance
MARS

Cabinet / Agency HR Systems

- Merit Recruitment — Custom
- Non-Merit Applicant Data — Custom
- CLICK HR Employee Self Service — Custom
- On-Line Enrollment — Custom
- Worker's Compensation — Custom
- Group Health Insurance — Custom
- Testing — Custom
- Employee Suggestion System — Custom
- Premium Billing & Reconciliation — Custom
- Reporting CICS & Excel — Manual
- Web Register — Custom
- Cabinet for Health and Family Services
- Commerce Cabinet
- Economic Development Cabinet
- Personnel Cabinet
- Education Cabinet
- Transportation Cabinet
- General Government
- Finance and Administration Cabinet
- Environmental and Public Protection Cabinet
- Justice and Public Safety Cabinet

Systems Overview



Recruitment

- 60,000 Applicants Qualified Annually
- Approximately 4,000 Hired Annually
- 200-300 Walk-in Applicants Per Day
- 500 Mail-In Applications Per Week
- 9000 Phone Calls Per Week
- Registers vary from 2-1,700 Qualified Applicants
- 1,400 Job Classifications and Growing
- Cannot Search Applications for Skills or Abilities
- 60% Paper Driven
- Job Classes are Complex
- Many Job Classes Have not Been Reviewed Since the Early 1980's

Current Job Register

CERT NO: 05001 31040004 **EXPIRES:** 3-15-05 F

POSITION: Staff Attorney III LOC: Fran **DATE:** 1-14-05 1

Name	Address	Score	Action	Effective Date
DOE JOHN 111-11-1111 502-555-1234	540 YELLOW ST LOUISVILLE, KY 40214	IM		
DOE JANE 222-22-2222 502-555-4321	117 ANYWHERE ST LEXINGTON KY 40502	IM		
SMITH ROBERT 333-33-3333 502-555-5555	3318 KENTUCKY WAY LOUISVILLE KY 40220	IM		

DATE: _____ APPOINTING AUTHORITY _____

INSTRUCTIONS

ACTION N TAKEN BY AGENCY: Indicate action in column 4 with proper code

A- Appointed	AFR – Appointed – Failed to report
C-Considered	FR – Failed to reply to written inquiry
I – Interviewed	WA-Wrong Address
D- Declined offer of Appointment	AE – Agency Exception (reason for exception must be submitted in writing and approved by Personnel Cabinet)
NA – Not Available	FI – Failed to schedule or report for interview

Comparison of a Classification

Project Manager Job Description from the Private Sector

Assignment Summary

- The successful candidate will have the ability to design, guide the development and implementation of process which will meet the requirements of Project owners for delivering Testing results on Projects
- The ability to lead technical resources is essential
- Must develop and maintain key relationships within all impacted areas (business, Information Technology and external)
- Reviews and analyzes Test results, and aids in issue resolution
- Responsible for organizing and leading Testing for Projects or Project components, understanding system and Environmental Issues, conducting and acting upon lessons learned related to Testing
- Traditional Auditing and Data Analysis experience is a plus
- This role will contribute to final decisions regarding readiness of production installations

Comparison of a Classification

Project Manager Job Description from the Private Sector

Key Requirements

- Master's Degree. May Accept Exceptional Skills and Relevant Experience as a Substitute.
- Applied knowledge of Health Care Insurance Processing Preferred
- Excellent Verbal and Written Skills
- Excellent Time and Project Management Skills
- Excellent Analytical and Problem-Solving Skills
- SQL Skills
- Detail-Oriented
- Able to Manage Multiple Projects/Tasks Simultaneously
- Ability to Effectively Interact with Peers, Assigned Groups and Other Groups
- Ability to Excel in a Fast Paced Work Environment
- Ability to use Web-Based Technology, Computer Software Systems and Productivity Tools Necessary to Accomplish Individual and Team Objectives
- Working knowledge of MS Access, Excel, PowerPoint, Visio and Word Preferred
- Reliable, Accountable and Self Motivated

Comparison of a Classification

Project Manager Job Description from the Private Sector

Desired Skills

- Management
- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Visio
- Microsoft Word
- Project Management
- Insurance
- Benefits
- ITS
- Structured Query Language
- Intel 8086 microprocessor
- Test IBM 4381 Coding Audit
- Data Analysis
- Medical
- Operating Room
- Reviews
- Environmental Issues
- Information Technology
- Software

Comparison of a Classification

Systems Consultant IT: Commonwealth Equivalent

CHARACTERISTICS OF THE CLASS

Analyzes requests for information technology development and prepares long range information technology plans across agency organizational business lines. Provides analytical support for large-scale development projects including overall system design and integration; **OR** Analyzes requests for training and /or plans, coordinates or develops highly complex training programs for information technology personnel; and performs other duties as required.

Comparison of a Classification

Systems Consultant IT: Commonwealth Equivalent

Examples of Duties or Responsibilities of the Classification

Works with user agencies in the planning of information technology resource utilization. Serves as project leader or provides analytical support to information technology management in the integration and design of large-scale development projects. Analyzes project requests for selection of packaged software, new computer development and/or major system modifications. Prepares feasibility study documents, long range information technology plans and summaries of agency project requests and other reports resulting from the analysis of requests for information technology services. Plans, develops, coordinates or presents highly complex information technology training. Analyzes user problems and makes recommendations for solutions. Develops and makes presentations to agency heads and information technology management explaining the planned and actual utilization of information technology resources. Monitors plans and products developed by contract consultants and other information technology staff. Provides leadership and/or assistance in the formulation of contractual relationships with vendors, such as Request for Project Services Proposals (RPS), Service Level Agreements, Enterprise Licensing Agreements, Scope of Work documents, Business Cases, Request for Proposals (RFP) and/or evaluation methodologies. Provides technical assistance to systems analysts, programmer analysts, business analysts and /or contract consultants in the development and integration of computer systems to enable the business processes of user agencies.

Applicant Waiting Room

Current

- Applying for 4-15 Job Classifications at a Time
- 60% Applying to Non-Vacant Positions
- 10% Applying for 3 or Less Job Openings
- 30% Retest, Re-instatements, Verifications
- Average Wait Time for Applicants is 2 - 4 Hours

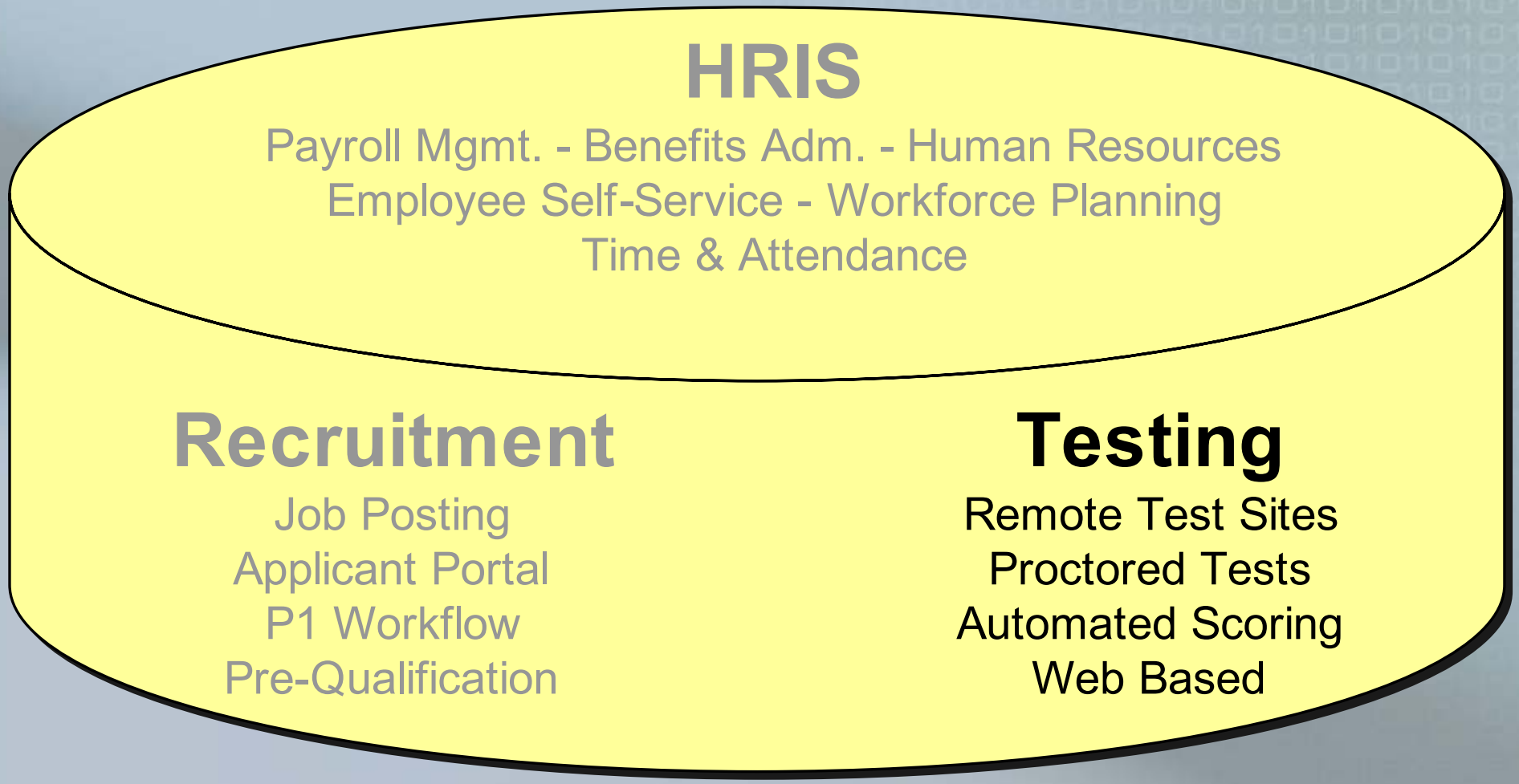
Future

- Express Check-in
- Help Desk
- Extend Postings to 10 Business Days
- Expansion of Staff to Handle Mail-in Applications
- Exploring Vacancy Only Job Postings

Recruitment Solutions
(Currently Implementing)

- 24/7 Web Based Access
- Searchable Applicant Data
- User Friendly Reporting Capabilities
- Implement / Monitor Standard Recruitment Processes
- Applicant Self-Service
- Email Notifications

Testing

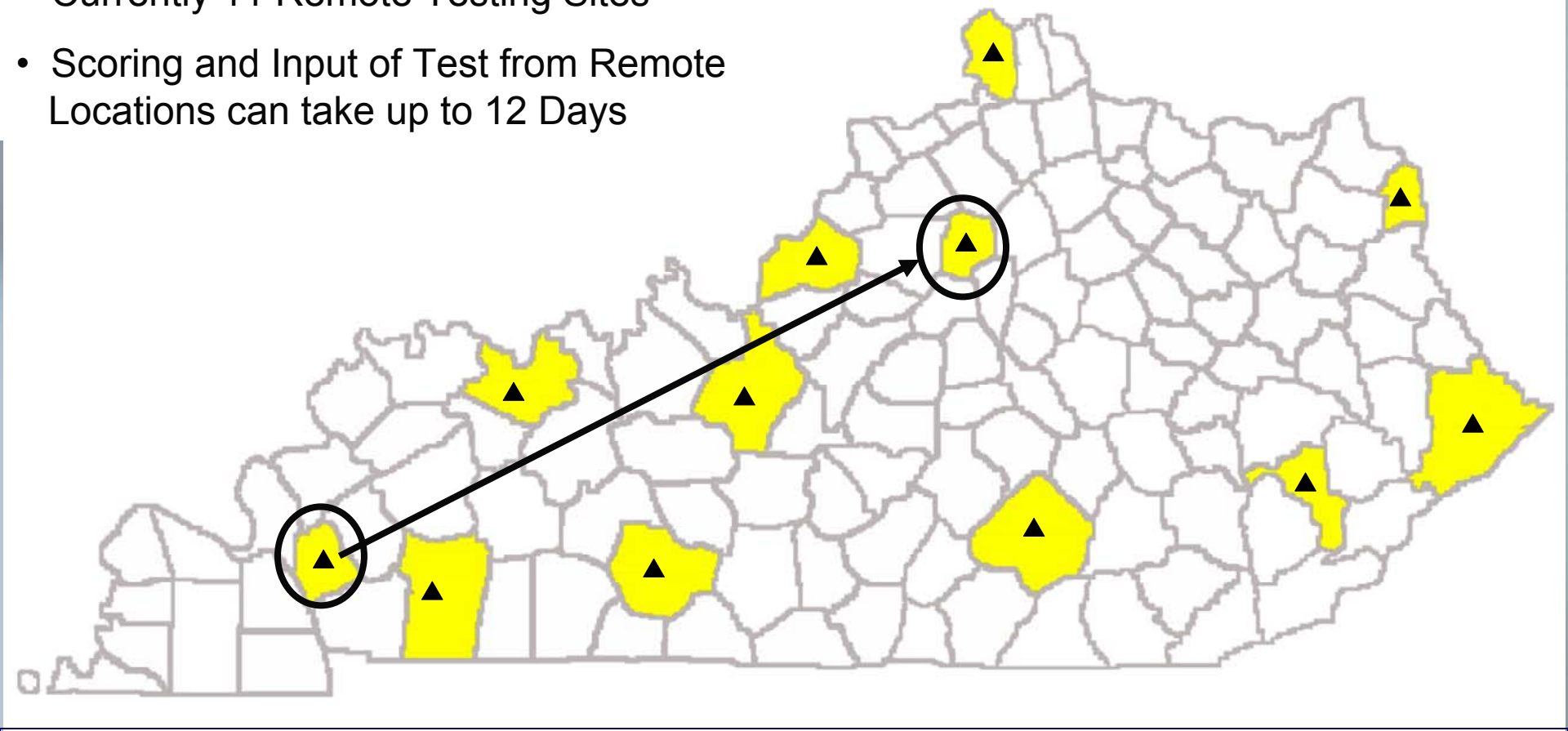

HRIS
Payroll Mgmt. - Benefits Adm. - Human Resources
Employee Self-Service - Workforce Planning
Time & Attendance
Recruitment
Job Posting
Applicant Portal
P1 Workflow
Pre-Qualification
Testing
Remote Test Sites
Proctored Tests
Automated Scoring
Web Based

Testing

- Total Tested Positions – 227
- Tests Taken Per Year - 24,418
- Average Test can Take 1-1.5 Hours to Complete
- 91.4% of all Tests are Taken in Frankfort
- Tests Questions Developed by the Cabinets
- All Vacancies for A Job Classification are Given the Same Exam
- Some Tests Not Updated or Changed Since the 1980's
- Average Test Center is Open Once Monthly/ 60% Absentee Rate
- Tests at Remote Sites are Paper Based
- No Feedback / Test Validation

Current Testing Arrangement

- Jobs Post for 10 Calendar Days
- Currently 11 Remote Testing Sites
- Scoring and Input of Test from Remote Locations can take up to 12 Days



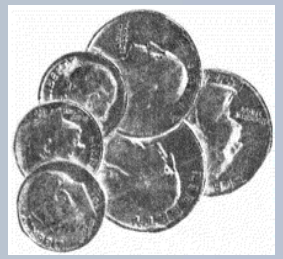
Driving to Frankfort for Testing Can Take Approximately 4hrs 17 minutes One Way from Eddyville, KY

Sample Test Question
Ticket Clerk

The following question is designed to evaluate your ability to use coins in combination to make correct change. You will be told the amount of change in bills and you must select the group of coins necessary to provide the correct change to the customer.

A man has a bill for $4.07. He gives you a ten-dollar bill. The change you return is a five-dollar bill and which combination of coins below?

three quarters, two nickels, three pennies



three quarters, three dimes

✸

three quarters, one dime, one nickel, three pennies

five dimes, six nickels, three pennies

More Sample Test Questions
Kentucky Vehicle Enforcement Officer

I'm going to have a date with either Ann or Kathy. If I go out with Ann, I will see a movie but if I go out with Kathy, I will see a baseball game. I didn't see a movie therefore,

1. I didn't have a date.
2. I took Ann to the baseball game.
3. I saw a baseball game.
4. I went home.

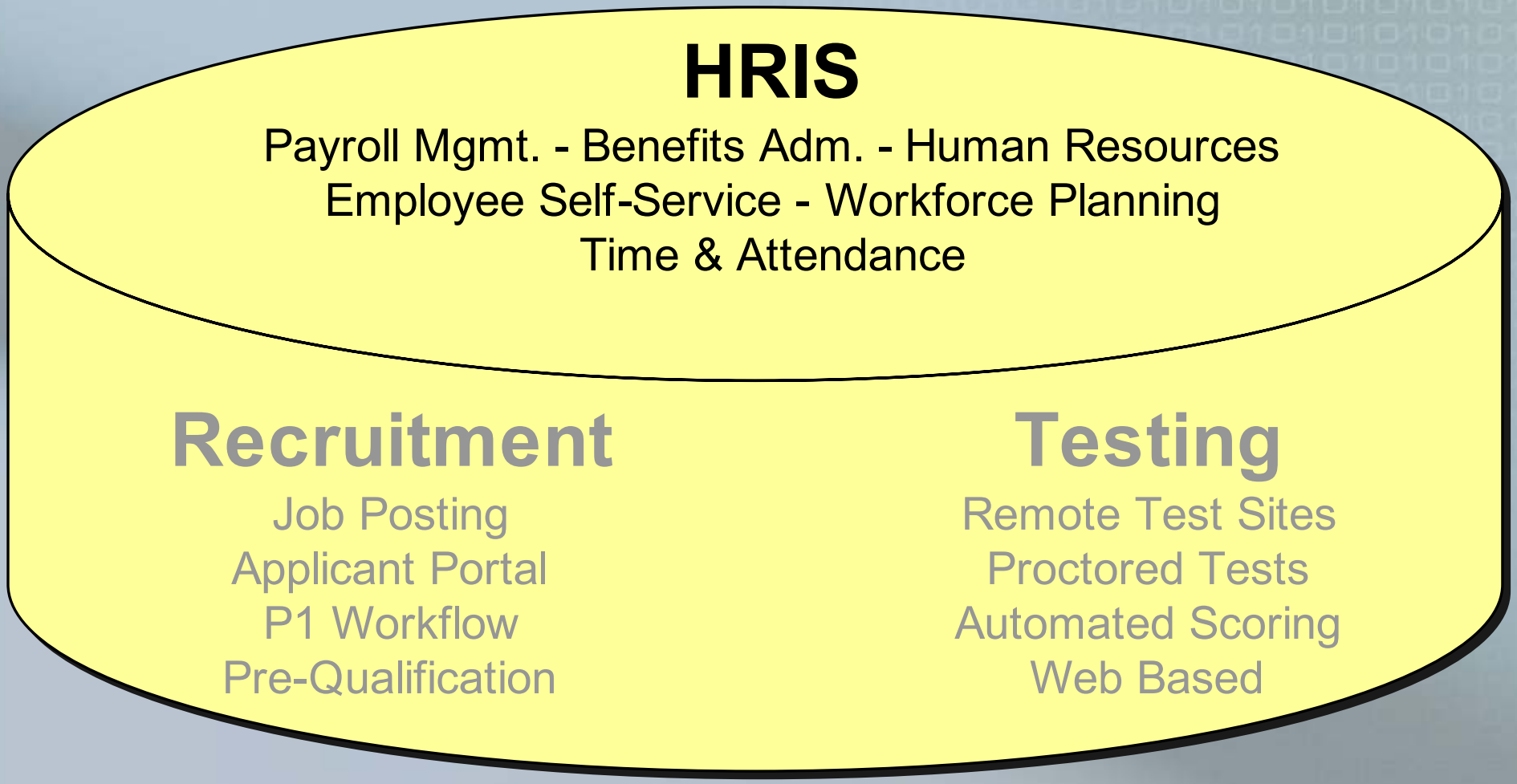
My favorite ice cream is chocolate. My doctor has me on a diet that does not allow ice cream. I always eat dessert. I have a choice of cake or chocolate ice cream for dessert. I'd better follow the doctor's orders therefore,

1. I'll have chocolate Ice cream for dessert.
2. I won't have dessert.
3. I'll have my favorite ice cream for dessert.
4. I'll have cake for dessert.

Testing Solutions

- Web Based System
- Increased Frequency of Testing Dates at Remote Test Centers
- Tests Developed by Certified Psychometrician
- Computer Adaptive Testing (CAD)
- Combination of Question, Essay and Interactive Test Questions
- Test Validation and Feedback
- Immediate Scoring with Real Time Feedback to the Recruitment System

HRIS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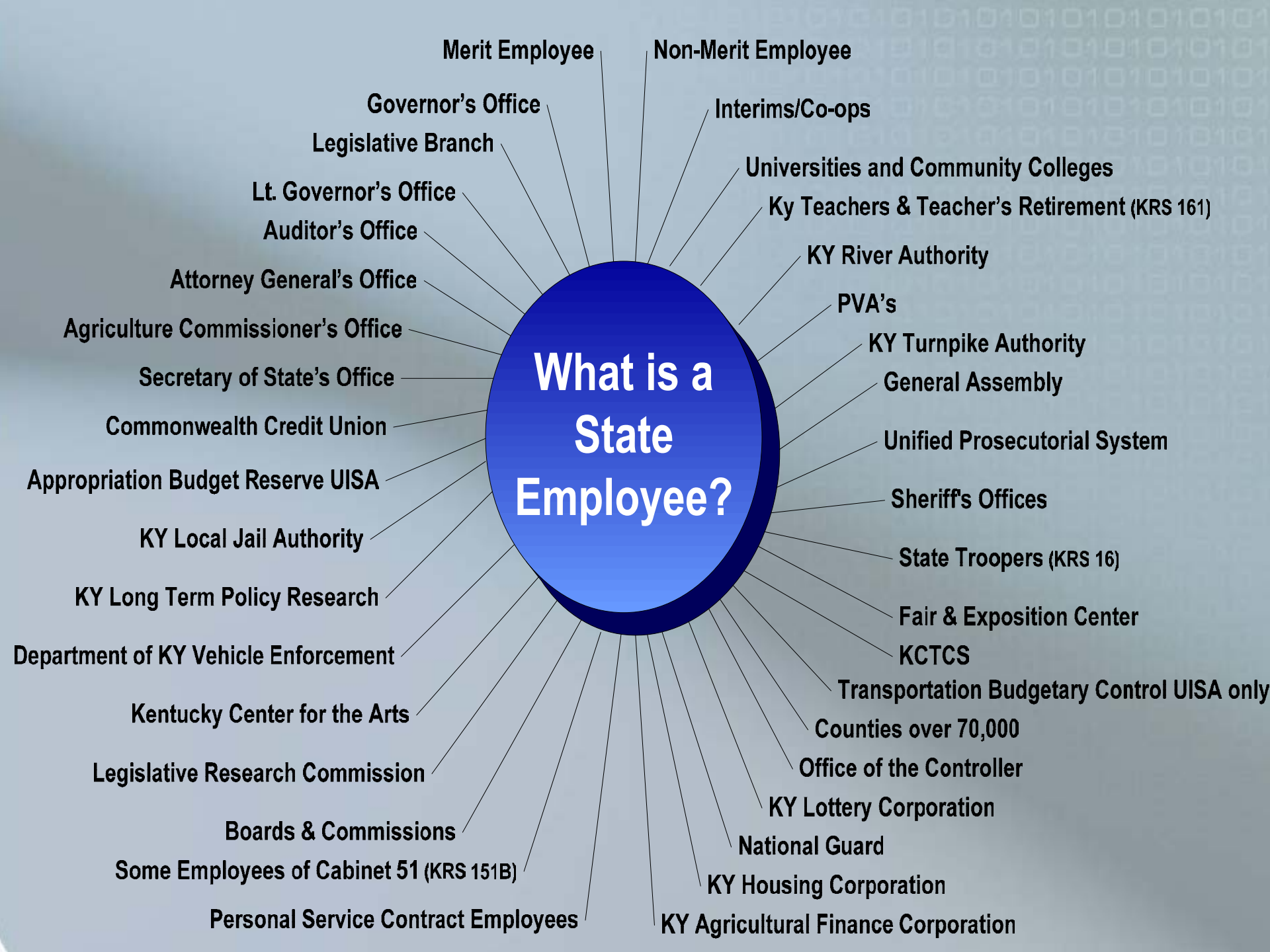
Web Based

HRIS

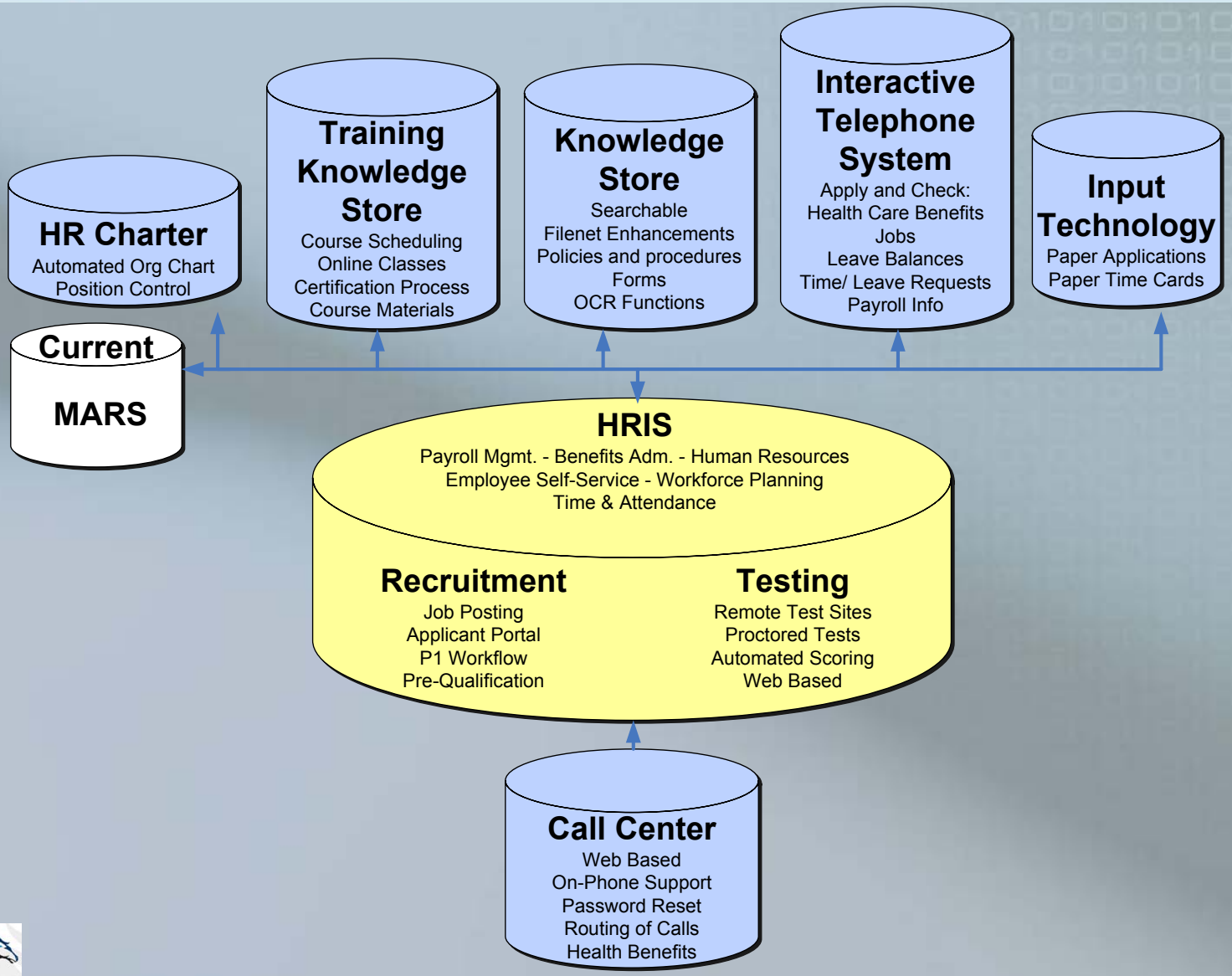
- No Single Source of Information
- Multiple Paper Documents Required for Employee Updates
- 15,000 Timesheets Printed Monthly
- Approximately 45,000 Paychecks Produced every 2 Weeks
- Multiple Custom Applications
- Duplicate Data Entry
- 180,000 Benefits Enrollees Per Year
- Limited Self-Service Options
- No Centralized Store of Historical Data
- Reports are Difficult, Complex and Time Consuming to Produce


What is a State Employee?
Merit Employee
Non-Merit Employee
Governor's Office
Interims/Co-ops
Legislative Branch
Universities and Community Colleges
Lt. Governor's Office
Ky Teachers & Teacher's Retirement (KRS 161)
Auditor's Office
KY River Authority
Attorney General's Office
PVA's
Agriculture Commissioner's Office
KY Turnpike Authority
Secretary of State's Office
General Assembly
Commonwealth Credit Union
Unified Prosecutorial System
Appropriation Budget Reserve UISA
Sheriff's Offices
KY Local Jail Authority
State Troopers (KRS 16)
KY Long Term Policy Research
Fair & Exposition Center
Department of KY Vehicle Enforcement
KCTCS
Transportation Budgetary Control UISA only
Kentucky Center for the Arts
Counties over 70,000
Legislative Research Commission
Office of the Controller
Boards & Commissions
KY Lottery Corporation
Some Employees of Cabinet 51 (KRS 151B)
National Guard
Personal Service Contract Employees
KY Housing Corporation
KY Agricultural Finance Corporation

HRIS Solutions

- Process and Procedural Improvements
- Centralized Employee and Financial Information
- Position Control
- Centralized Benefit Management
- Electronic Workflow
- Significant Decrease in Manual Processes
- Expanded and Enhanced Self-Service Options
- User-Friendly Reporting Tools

HRIS Vision


HR Charter
Automated Org Chart
Position Control
Training Knowledge Store
Course Scheduling
Online Classes
Certification Process
Course Materials
Knowledge Store
Searchable
Filenet Enhancements
Policies and procedures
Forms
OCR Functions
Interactive Telephone System
Apply and Check:
Health Care Benefits
Jobs
Leave Balances
Time/ Leave Requests
Payroll Info
Input Technology
Paper Applications
Paper Time Cards
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Web Based
Call Center
Web Based
On-Phone Support
Password Reset
Routing of Calls
Health Benefits

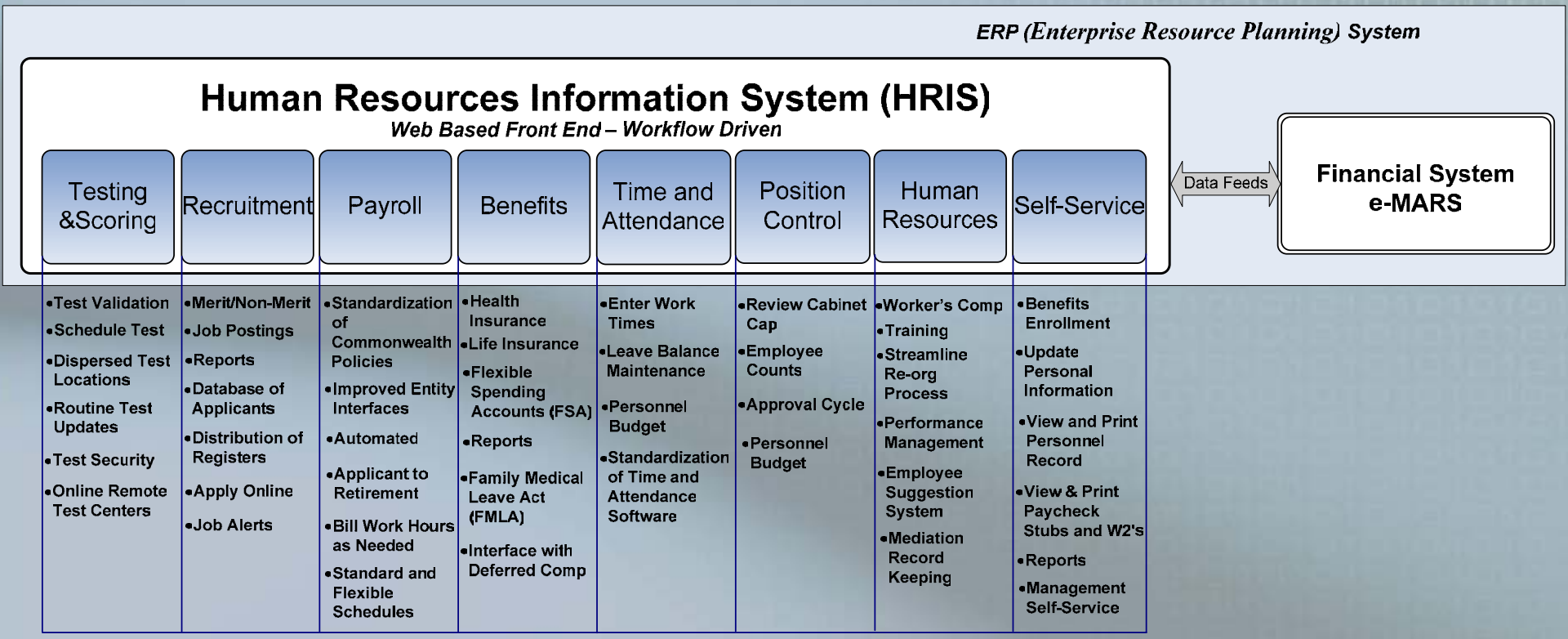
How Do We Get There?

Involvement From:

Blue Ribbon Task Force

Agencies

Employees

Citizens

Overview of the Projects